

Create a Goods Receipt

Verify the receipt of PO items.

GOODS RECEIPT

- 1. Select 'Receipts' in the blue navigation bar.
- **2.** Here you will find a repository of all Purchase orders. The view will default to the 'Ready to Receive' Tab, listing all POs awaiting completion of a goods receipt. If desired, use the search bar to narrow down your results further.
- **3.** Click the Delivery Truck icon in the left most column next to the PO you would like to confirm receipt of. (below)



- **4.** From the Goods Receipt 'Draft, Review the *Line Item details and* enter the Quantity Received*
 - If you received everything as expected, click 'Receive All'. This auto-populates the *Qty to Receive* column and updates the *Total Price* and *Total Amount* areas to display the received dollar amounts. Otherwise, comeb

xtern	ernal Receipt Creation Date			Shipping Address			Supplier			Comments:	
NA 06/07/ Parchasa Reputat Diodoco2385 Pundhase Order 20000014/07 Resign Creater Natalia Requester			06/07/2021	Attention: Requester Training Vroczi HQ 15000 VENTURA BLVD SHEPMAN OAKS, CA 91403-2443 US Nichole. Whitaker+OfficeRequester@vroczi.com C+1 (818) 555-5555		Office Stationary & Co. 5					
						Bill of Ladi	Bill of Lading Packing Slip				
						Packing Si					
usto	om Fields										
sgite	ech List D										
ogite Cifei	ech List D sk to select	value									
ogite Cife	ech List D :k to select	value									
ogite Cifei	ech List D ik to select	vabe									
ogite Croi	ech List D ik to select Item Ove	value erview									
ne I	ech List D k to select Item Ove Type	value erview Description	Unit Price	Requested Del. Date	Qty Ordered	Qty Outstanding	Qty Received	Value Ordered	Value Outstanding	Value Received	Total Pric
ne l	ech List D k to select Item Ove Type Prod	value erview Description Coloring Markers - Tempo	Unit Price \$4.50	Requested Del. Date 05/09/2021	Qty Ordered 6	Qty Outstanding 6	Qty Received	Value Ordered \$27.00	Value Outstanding \$27.00	Value Received \$0.00	Total Pric \$0.00
ogite Cici e 1 2	ech List D ik to select Item Ove Type Prod Prod	value erview Description Coloring Markers - Tempo Coloring Markers - Tempo	Unit Price \$4.50 \$5.50	Requested Del. Date 05/09/2021 05/09/2021	Qty Ordered 6 5	Qty Outstanding 6 5	Qty Received 0	Value Ordered \$27.00 \$27.50	Value Outstanding \$27.00 \$27.50	Value Received \$0.00 \$0.00	Total Pric \$0.00 \$0.00
ogite Cici ne I 1 2 3	ech List D k to select Item Ow Prod Prod Prod	value erview Description Coloring Markers - Tempo Coloring Markers - Tempo Coloring Markers - Tempo	Unit Price \$4.50 \$5.50 \$4.50	Requested Del, Date 06/09/2021 06/09/2021 06/09/2021	Qty Ordered 6 5 10	Qty Outstanding 6 5 10	Oty Received 0 0	Value Ordered \$27.00 \$27.50 \$45.00	Value Outstanding 927.00 927.50 945.00	Value Received \$0.00 \$0.00 \$0.00	Total Pric \$0.00 \$0.00 \$0.00
ne I F I I	ech List D × Io select Item Ove Type Prod Prod Prod Prod	erview Description Coloring Markers - Tempo Coloring Markers - Tempo Coloring Markers - Tempo Coloring Markers - Tempo	Unit Price \$4.50 \$5.50 \$4.50 \$4.50 \$6.50	Requested Del. Date 04(99/2021 04(99/2021 04(99/2021 04(2021) 04(21/2021	Qty Ordered 6 5 10 4	Qty Outstanding 6 5 10 4	Qty Received 0 0	Value Ordered \$27.00 \$27.50 \$45.00 \$45.00	Value Outstanding \$27.00 \$27.50 \$45.00 \$26.00	Value Received \$0.00 \$0.00 \$0.00 \$0.00	Total Pri \$0.00 \$0.00 \$0.00 \$0.00
gite Circl te I t	ech List D ix to select Item Ove Type Prod Prod Prod Prod	erview Coloring Markers - Tempo Coloring Markers - Tempo Coloring Markers - Tempo Coloring Markers - Tempo Coloring Markers - Tempo Color Pencils	Unit Price \$4.50 \$5.50 \$4.50 \$4.50 \$6.50	Requested Del, Date 06/09/2021 06/09/2021 06/09/2021 06/09/2021 06/09/2021 06/09/2021	Qty Ordered 6 5 10 4	Qiy Outstanding 6 5 10 4	Qty Paceired 0 0 0	Value Dirdered 527.00 4 527.50 545.00 526.00	Value Outstanding 827.00 827.50 945.00 826.00	Value Received 80.00 80.00 80.00 80.00	Total Pri \$0.00 \$0.00 \$0.00 \$0.00
gite Cife ie I i i i i i	ech List D ix to select Item Ove Type Prod Prod Prod Prod Receive A	erview Description Coloring Markers - Tempo Coloring Markers - Tempo Coloring Markers - Tempo Coloring Markers - Tempo Coloring Markers - Tempo Color Pencis Mittach Chacument	Unit Price \$4.50 \$5.50 \$4.50 \$6.50	Requested Del, Date 06/09/2021 06/09/2021 06/09/2021 06/21/2021	City Ordered 6 5 10 4	Qty Outstanding 6 5 10 4	Cty Received 0 0 0	Value Didered \$27.00 \$25.50 \$45.00 \$25.60	Value Outstanding 827.00 827.50 845.00 826.00	Value Received 80.00 80.00 80.00 80.00 80.00	Total Pri \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
gite Circi te I t t t	ech List D is to select Item Ove Type Prod Prod Prod Prod Receive A	erview Description Coloring Markers - Tempo Coloring Markers - Tempo Coloring Markers - Tempo Coloring Markers - Tempo Coloring Markers - Tempo	Unit Price \$4.50 \$5.50 \$4.50 \$6.50	Requested Del. Date 06/09/2021 06/09/2021 06/09/2021 06/21/2021	City ordered 6 5 10 4	Qiy Outstanding 6 5 10 4	City Received 0 0 0 0	Value Ordered 527.00 427.50 545.00 525.00	Value Outstanding 527.00 525.50 545.00 526.00	Value Received 50.00 50.00 50.00 50.00 50.00	Total Pri 50.00 50.00 50.00 50.00

- **5.** Optional fields: *Bill of Lading, Packing Slip or Comments* to the *Goods Receipt*.
- **6.** Click 'Confirm Receipt'. This document will be relocated from the *Ready to Receive* to the *Received* status area as historical data. (not pictured)



Note: You can open the Goods Receipt draft from the PO view by clicking the horizontal ellipsis at the bottom right hand corner. (right)



*Partial Goods Receipt on next page.

GOODS RECEIPTS FOR PARTIAL DELIVERY (1/2)

If the delivery of ordered products is incomplete, contact the vendor outside of the system to create a *Partial Goods Receipt for the items that have been received*.

The process for confirming partial goods receipt will be the same as for a Complete Goods Receipt except at step 6 (above) you will enter *only* the number received.

→ After selecting 'Confirm Receipt', you will be prompted to confirm the Partial Goods Receipt.

Note: If the non-received items will never be received due to discontinuation or reasons. Select 'Close PO for Receiving'. (right) This will remove any further receipt requirements for items related to the particular PO.



COMPLETE A PARTIAL GOODS RECEIPT (2/2)

Partially received POs will remain in the 'Ready to Receive' tab until they are completed.

						Receipts Ready To Receive			
				Ready to Receive	In Progress	Received	Returned		
. ype a									
		P0 #	PO Creation Date	e PO A	Amount Supplier		Request	Requester Name	Actions
a a	¢	200000010	4 04/05/2019	Ś	\$138.79 CDW GO	VERNMENT, Inc.	Scenario 15 10000	00273 Admin Vroozi	3

To complete the Goods receipt, return to 'Ready to Receive' and again select the delivery truck icon and complete steps 4-8 above.

MISSING GOODS RECEIPTS

POs with Missing Goods receipts may be sent back to you to confirm receipt before the Supplier Invoice can be paid. Goods Receipt requirements are set by your Administrators. POs escalated to you for receipt confirmation are housed under 'Resolve Invoices' in your navigation panel.

See Exception Handling materials for further details.